RELEASE NOTES
N-FOCUS Interim Release
AUGUST 07, 2006

An interim release of the N-FOCUS system is being implemented on August 7, 2006. Interim Releases are implemented between scheduled major releases. The last N-FOCUS Major Release was July 10, 2006. The next N-FOCUS Major Release is scheduled for November 13, 2006. This document provides information explaining new functionality, enhancements and problem resolutions effective with this release. The Release Notes is divided into five main sections:

- **General Interest and Mainframe:** All N-FOCUS users should read this section.
- **Developmental Disabilities Programs:** N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: this section will only appear if there are enhancements, tips, or fixes specific to DD programs.
- **Foster Care Review Board:** N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.
- **Protection and Safety Programs:** N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.
- **Expert System:** N-FOCUS users responsible for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

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MAINFRAME AND GENERAL INTEREST

CASE MAINTENANCE

Help Windows For PASS/SSAD Service Needs Assessment (FIX)

A problem had been identified with the Help windows while in the Service Needs Assessment for PASS/SSAD. The Help windows were only accessible through the Search Service Needs Assessment window. This problem has been corrected and you will now be able to access Help from all Service Needs Assessment windows.

Service Needs Assessment Time Window (PROBLEM)

A problem has been identified with the Service Needs Assessment Time window. When the total time allocated for all tasks exceeds 166 hours and 39 minutes, you will receive an error message and will not be allowed to exit the window. Until the problem is resolved, you may enter no more than 166 hours and 39 minutes. You may then approve the Service Needs Assessment (with Central Office approval if over 40 hours per week) or leave it in Draft status. You may want to document the situation in the narrative. This problem is expected to be fixed with the November, 2006 major release.

CHARTS INTERFACE

Access to CHARTS Court Case Information (Job 74 on C1) (TIP)

The web version of CHARTS court case information was redesigned and implemented on July 31, 2006. This rewrite was primarily designed for the information needs of the Clerks of the District Court. It is recommended that eligibility staff continue to use C1 access as the new web version will not meet your needs for now. Additional work on the ICHARTS web application is scheduled to be implemented before the end of the year for the information needs of eligibility staff. In the meantime, please continue to use Job 74 on C1 for your child support information.

CORRESPONDENCE

Service Needs Assessment Correspondence Types (TIP)

There are three types of Correspondence that can be created from the Service Needs Assessment Detail window: Service Needs Assessment Notice of Action, Service Needs Assessment/Plan Notification, and Speednote.

- The Service Needs Assessment/Plan Notification cannot be completed until both the client and the provider are known because the system creates a copy to both the client and the provider.
- Because a copy for both the client and provider is created each time a Service Needs Assessment/Plan Notification is created, there may be situations where you would want to delete the copy to the client. For example, a client may be receiving PAS services from two or more individual providers. Both providers should receive a copy of the Assessment, but the client does not need more than one copy.
- RD workers have not yet received the list of PAS providers to be loaded on N-FOCUS. Until then, if you need to create a Service Needs Assessment/Plan

Notification, hit the out-select arrow to the Organization file to search if the provider is already on the system. If you are sure the provider is not already on N-FOCUS, you may add the provider's name and address (Service Approval is not required for this function). Add the name in the format of Last Name, First Name, Middle Initial.

Speednote Font (FIX)

A problem had been identified with the font size on the Speednote. It was printing very small. This problem will be fixed with the August Batch release. The increased font size will be available on the Speednote starting August 17, 2006.

CLAIMS

Pre-Print Documents No Longer Display SSN Or FID (NEW)

For security reasons, the provider SSN or FID no longer displays on the pre-print claim form. The provider will be identified through the unique provider identification number. The SSN or FID is not required for processing claims and does not need to be written on the pre-print document.

INTERFACES

Department Of Labor Re-Write Of IUC Interface (NEW)

The Department of Labor (DOL) is scheduled to implement a redesign of their entire Unemployment Compensation computer support system effective August 7, 2006. This has required DOL and HHS to re-write the IUC interface between the two agencies. N-FOCUS has been updated to incorporate these changes.

DOL will begin converting to their new system on Thursday, August 3, 2006. No data will be sent from DOL from August 3, 2006, until the new system is implemented on Monday, August 7, 2006.

If you have any questions about IUC interface information, please contact N-FOCUS Production Support so that any problems may be reported to DOL. The Department of Labor still requires that contact from HHS be initiated through N-FOCUS Production Support.

Note: DOL no longer takes out deductions when the recipient has Social Security income. No new Social Security information will display on the IUC benefit screen, but you will continue to see any history.

PRINT LIST

How To Use The New Print List Functionality (TIP)

Print List functions in N-FOCUS are being enhanced. The new functionality has already been implemented on the print list windows for Payments, Intake Assignments, Organization Placement/Bedholds, and State Ward Trust Fund Accounts and Batch processes.

This functionality allows you to view the entire list in a report on one window prior to printing. You may also use sort/filter functions on the report window to modify your list prior to printing. Further explanation of this functionality can be found by accessing How To from the N-FOCUS Help menu and searching for the topic Print

Lists on the How Do I window or select the topic Printing in the How Do I table of contents.

ORGANIZATION

Allow Selection Of Duplicate Organization (FIX)

The selection of duplicate organizations for any reason was disabled. However, in certain circumstances it may be necessary to select the duplicate organization when searching. For example, if you are searching for a particular claim that was paid, it would be necessary to select the organization related to the claim even if the organization is now marked as a duplicate. You will now be able to select a duplicate organization in the Search Payment, Search Claim, or Search Collections functions.

SERVICE APPROVAL

Create Service Approvals For PASS Program (NEW)

The functionality to allow creation of Service Approvals for the Personal Assistance Services program (PASS) and the new service type of Personal Assistance Service (PAS) is available.

In the near future, RD workers will be provided with a list of PAS providers in their areas. These providers must be loaded on N-FOCUS in order to prepare for the second phase of the PAS project to be implemented with the November 2006 major release. Specific instructions regarding the timetable for loading PAS providers on N-FOCUS and details about the loading process will be provided by the policy staff of the Home and Community Based Services program.

FOSTER CARE REVIEW BOARD

SECURITY

Access To Intakes Moved (CHANGE)

The access to Intake information for FCRB staff has been moved to only the Person Detail window. Because of this, the Intake icon on the Main Menu, Detail Program Case and Detail Organization windows has been disabled. The Intake icon on the Person Detail window will be enabled if the child is currently in the placement type of "out-of-home," "runaway" or "independent living."

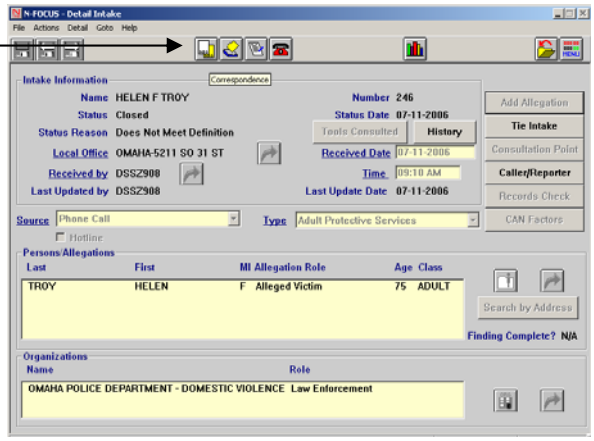
PROTECTION AND SAFETY

APS SPECIFIC TOPICS

FORCE PRINT OF INTAKE LAW ENFORCEMENT NOTICE (TIP)

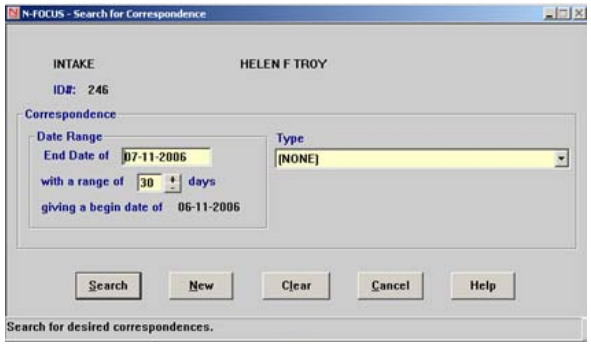
There may be instances where APS staff persons are not required to mail the law enforcement notice. In these cases, you may document that the notice was not actually sent by destroying the saved copy of the notice.

1. Select the Correspondence icon on the Detail intake window.



Result: The Search for Correspondence window appears.

2. Select the Search button.



Result: The Detail Correspondence window displays.

3. Select Destroy from the Actions drop-down menu.

4. Select Yes to the message that displays asking if you want to destroy the correspondence.

Result: The Detail Correspondence window displays showing the notice's destroyed status.

CWIS SPECIFIC TOPICS

ASSIGNMENTS

PRINT INTAKE ASSIGNMENTS LIST ERROR (FIX)

A problem was discovered when users were attempting to print a list of Intake assignments when selecting the view by Finding or filter by Finding. An error was received when attempting to print the list of intake assignments. You should no longer receive this error.

CWIS TASK

CRITICAL ERROR IN PARENTAL RIGHTS (FIX)

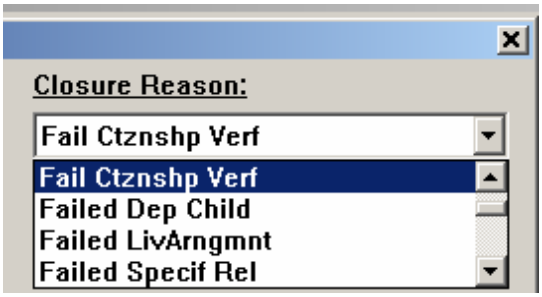
A problem had been identified when entering parental rights. A critical error occurred when persons were selected out of order from how they appeared on the list. You should no longer receive this error when attempting to process parental rights information.

EXPERT SYSTEM

CASE/PARTICIPANT ACTIONS

CLOSING REASON ADDED FOR CITIZENSHIP (NEW)

A new closing reason has been added and should be entered for persons who fail to provide U.S. Citizenship verification. The closure reason is titled "Fail Ctznshp Verf." Please use this specific reason if it applies so these types of closures may be tracked for statistical purposes.

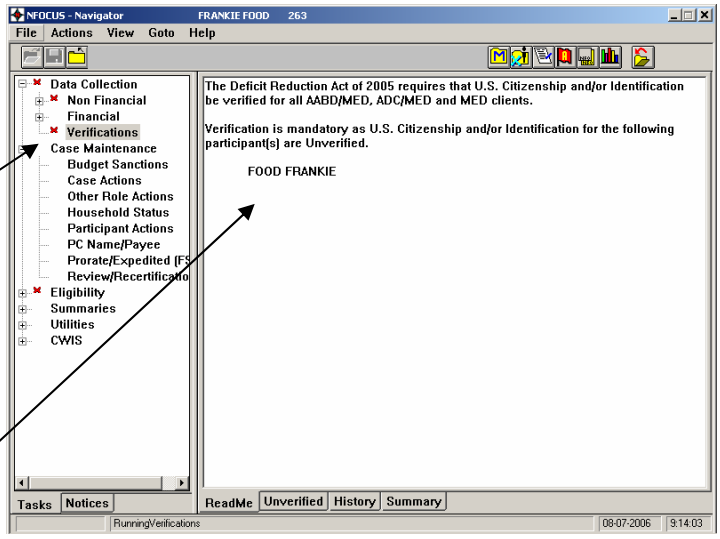


VERIFICATION TASK

CITIZENSHIP/IDENTITY REQUIREMENT FOR AABD, ADC, MED (NEW)

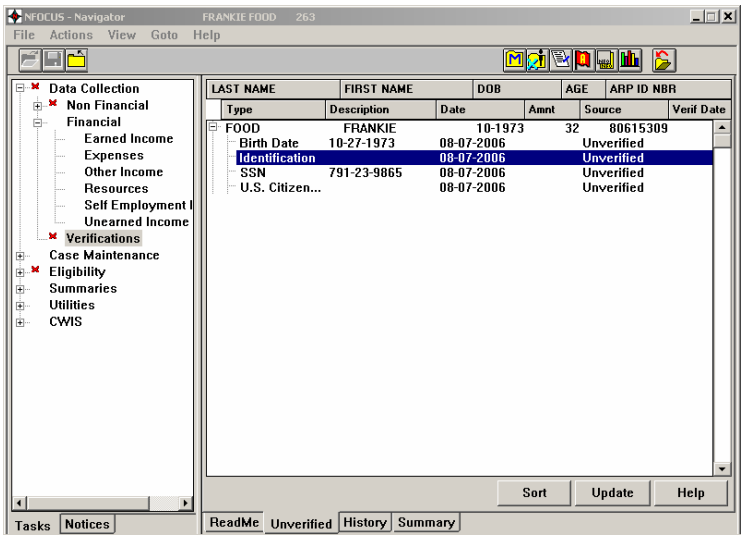
The verification task will now be mandatory prior to processing budgets for any **pending** participant in an AABD, ADC, or Medicaid program case who does not have U.S. Citizenship or Identity verified. There have been no changes to verification requirements for Food Stamp cases. You will still be able to process Food Stamp budgets without processing Citizenship or Identity verifications.

- A red x will appear on the verification task to notify you that a person(s) pending in a program case requires verification of either or both U.S. Citizenship and Identity.
- The ReadMe tab will display the person(s) requiring the verification.



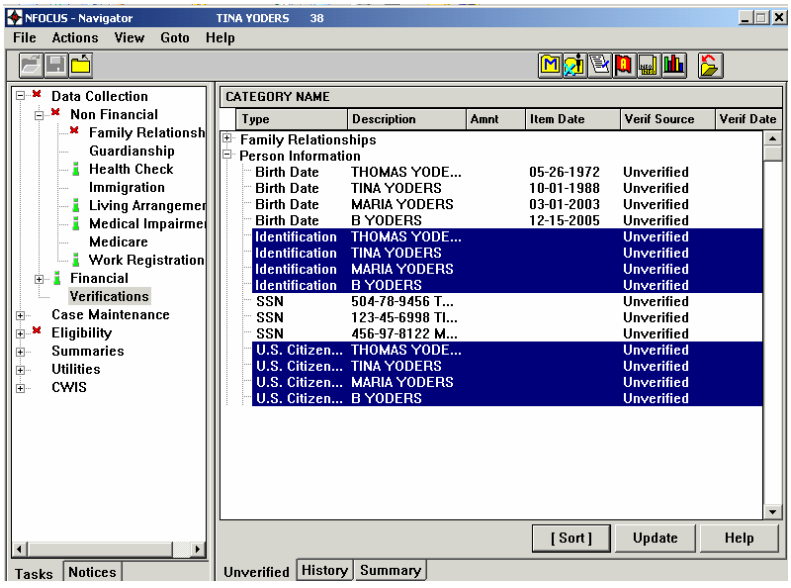
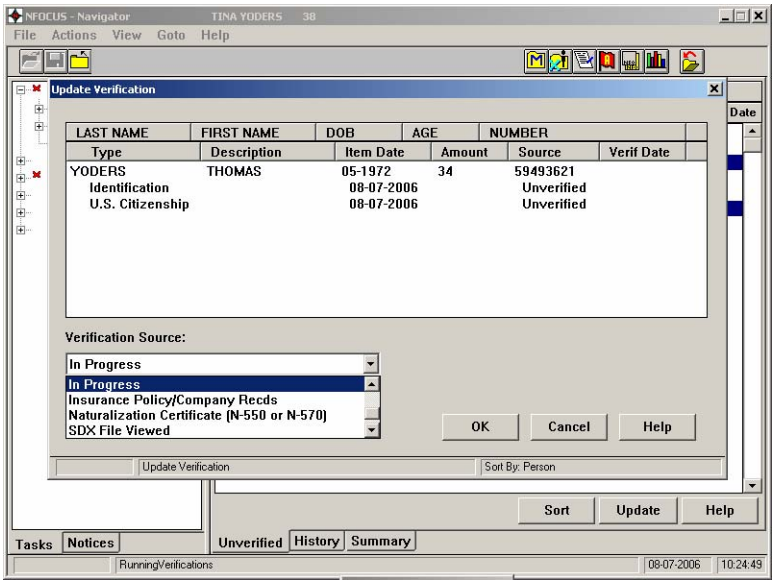
Note: If a case is left pending for a past month by mistake, the verification task will be mandatory. It will be necessary to process the month that was left pending.

1. Select the Unverified tab to display the specific item(s) that need verification.
2. Highlight the item you wish to verify and select the Update button.
3. Select the verification source from the drop-down menu, then select the OK button.



Note: You may multi-select items to be verified if they have the same verification source. If there are multiple persons in the case, you may also select the Sort button to sort the list by verification category. Citizenship and Identification is found under the Person Information category.

- The verification task will not be mandatory to process budgets for ongoing cases, however, you should update the verification if not previously verified or if you have obtained additional sources of verification.



- A Verification Source of In Progress has been added. This is entered at review time to identify persons in ongoing cases who are cooperating with obtaining the required verification.